

WOMEN'S ORGANISATION IN RURAL DEVELOPMENT (WORD), (Regd. No. 41/88 under Indian Trust Act)
 7-C, ANDIKADU, VEDIARASAMPALAYAM ROAD, AGRAHARAM (Post), PALLIPALAYAM - 638 008
 NAMAKKAL DISTRICT, TAMIL NADU, INDIA

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31.03.2016

In Rupees

RECEIPTS		Amount	PAYMENT		Amount
To Opening Balance:			By Administrative Expenses:		
Cash on Hand		7243.42	Advertisement Expenses		22250.00
Cash at Bank		527914.58	Borewell Maintenance		46950.00
Balance: HDFC Account		2125.52	Income Tax Paid		20988.00
To Grant for Objectives			Staff Incentives		14400.00
A] FOREIGN GRANTS:			Student-Short Stay Home & RF Admin & Aid Exp [Annx-III]		1842100.00
SCINDeA Network, Yelagiri Hills		1572000.00	Meeting Expenses(Food Preparation & Snacks)		195150.00
EWDE-Germany: Microscale CDM Biogas Grant		13999850.00	By General Asset: Furniture & UPS		47000.00
SAVE FIDH Prog Grant		293750.00	By SHG Additional Disbursement : TdH-NL RF Relief of Poor		1114924.00
GENEVA GLOBAL Prog Grant		3532650.00	By Beneficiary : Microscale CDM Biogas Program		273579.00
1% Club Gravenhekje Prog Grant		1581.00	By DOMESTIC PROJECT/GRANT EXP:-[Annx.- I]		
B] DOMESTIC GRANT			National Child Labour Program (NCLP), Gol		346209.00
National Child Labour Program, Gol		346209.00	By FOREIGN PROJECT / GRANT EXPENSES[Annx.- II]		
To Other Receipts / payables			SAVE FIDH Prog Grant		516681.00
Donations from Outsiders		656647.00	SCINDeA / EED Prog Grant		1658545.00
SHG Service Commission - ICICI		54019.00	EWDE-Microscale CDM Biogas Prog Expenses		1998710.00
SHG Service Charges: (TdH -NL RF ROP)		1079559.00	Geneva Global: Adolescent Girl workers' reduce risk		1098834.00
Outsiders Meeting Subscription		243060.00	1% Club Gravenhekje: Solar Lamps		1581.00
To Beneficiary Contribution Microscale CDM Biogas Prog		399000.00	By EWDE-Germany: Microscale CDM Biogas Assets		
To FCRA : Bank Interest		110749.00	Vehicle-(Two & Four Wheelers)		951134.00
To Bank Interest: SB Account		18428.16	By GENEVA GLOBAL Assets		
To Unsecured Advance - received		104000.00	Camera,Laptop,Printer,LCD & Vehicle		140000.00
To Commission receivable from ICICI(Cr)		14675.00	By Unsecured Advance - refund		40500.00
To SHG Advance Collection: TdH -NL Revolving Fund		1050747.00	By Commission receivable from ICICI(Dr)		809.00
			By Advances to staffs		110000.00
			By TDS on Service Commission-ICICI		5407.00
			By CLOSING BALANCE:		
			Cash on Hand		8485.42
			Cash at Bank		13760265.84
			Balance: HDFC Account		2125.52
TOTAL		24016427.78	TOTAL		24016427.78


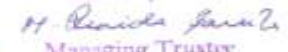
"Read with report of the even date"


 (S.SACHIDANANDAM)
 Chartered Accountant.

Date:07.07.2016
 Place: Erode



For Women's Organisation in Rural
 Development,

 
 Financial Trustee Managing Trustee

WOMEN'S ORGANISATION IN RURAL DEVELOPMENT (WORD), (Regd. No. 41/88 under Trust Act)
 7-C, ANDIKADU, VEDIARASAMPALAYAM ROAD, AGRAHARAM - POST, PALLIPALAYAM - 638 008
 NAMAKKAL DISTRICT, TAMIL NADU, INDIA

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.03.2015

(In Rupees)

EXPENDITURE		INCOME	
To Advertisement Expenses	22250.00	By DONATIONS FOR OBJECTIVES: From Outsiders	658847.00
To Borewell Maintenance	40950.00	By SHG Service Commission - ICICI	54019.00
To Income Tax Paid	20988.00	By SHG Service Charges: TdH -NL	1079559.00
To Staff Incentives	14400.00	By Outsiders Meeting Subscription	243080.00
To Student-Short stay Home & RF Admin & Aid Exp	1642100.00	By Bank Interest - Others	18428.16
To Meeting Expenses(Food Preparation & Snacks)	195150.00	By Transfer from Grant/Utilised a/c	65426.00
To Depreciation as per Annexure - IV	37385.99		
To Excess of Income over Expenditure	140135.17		
TOTAL	2119359.16	TOTAL	2119359.16

0.00

GOVT/NETWORK PROGRAMME FUND/GRANT UTILISED ACCOUNTS: 2015-2016

UTILISED / PAYMENTS		GRANTS / RECEIPTS	
To FOREIGN PROJECT / GRANT EXPENSES A) FOREIGN GRANTS EXPENSES:[Annx.II]		By Grant for Objectives A] FOREIGN GRANTS:	
SAVE FIDH Prog Grant	516681.00	1)SAVE / FIDH Prog Grant	510719.00
SCINDeA / EED Prog.Grant	1658545.00	2)SCINDeA / EED Grant	1650600.00
EWDE-Microscale CDM Biogas Program	1998710.00	3)EWDE-Germ. Microscale CDM Biogas	1983787.00
GG: Adolescent Girl workers' reduce risk	1098834.00	4)GENEVA GLOBAL: Adol. Girl reduce r	1082341.00
1% Club Gravenhekje: Solar Lamps	1581.00	5)1% Club Gravenhekje Prog Grant	1581.00
To DOMESTIC PROJECT/GRANT EXP.[Annx.I]		B] DOMESTIC GRANT:	
1) NCLP Program, Gol	346209.00	1) NCLP Program, Gol	346209.00
To Trust Contribution to Transfer to I & E a/c	65426.00	By Bank Interest - FCRA account	110749.00
TOTAL	5685986.00	TOTAL	5685986.00



For Women's Organisation in Rural
 Development,
✓ Chitra Financial Trustee
P. Ravida Mani Managing Trustee

WOMEN'S ORGANISATION IN RURAL DEVELOPMENT (WORD), (Regd. No. 4188 under Trust Act)
T-C, ANDIKADU, VEDIARASAMPALAYAM ROAD, AGRAHARAM - POST, PALLIPALAYAM - 638 008
NAMAKKAL DISTRICT, TAMIL NADU, INDIA

BALANCE SHEET AS ON 31.03.2016

(In Rupees)

2014-15	LIABILITIES	Ans	2015-16	2014-15	ASSETS	Ans	2015-16
17562579	TRUST CORPUS FUND:			16000270	FIXED ASSETS:		
	Opening		17062578.63		General Account Assets	VI	129409.74
	ADD: Excess of Income over Expd.		540135.17		SCINDeA Project Assets	VII	1209989.00
			17202713.80		Tah-NLBB Project Assets	IX	14421205.00
	ADD: Corpus for Assets-EWDE & GENEVA		1091124.00		Land Account		1161200.00
			18293847.80		EWDE: CDM Bogas Project	X	951134.00
182800	LOANS LIABILITIES:				GENEVA GLOBAL Project	XI	140000.00
	Unsecured Loans -As per Annexure	V	256300.00				
15971824	RECEIVED FOR PROJECTS:			73733	CURRENT ASSETS:		
	SHG Loan Advance		39000.00		RECEIVABLE: PROJECT FUND		
	SHG Membership Fund		4850.00	15214160	As per Annexure	XII	76732.88
	Tah-NL Revolving Fund for Relief of Poor Advance (Bogas) ADATS, Bagaspat		10076021.00		ADVANCE TO SHG:		
			1000000.00		Self-Women Self Help Groups		5000.00
323427	GRANT RECEIVED IN ADVANCE:			14575	Lending to SHG (Tah-NL RuP)		56317986.00
	As per Annexure	VI	13403095.61		SHG Loan / HDFC		6096.00
				809577	Commission receivable from ICICI		609.00
5275	OTHER LIABILITIES:			8806	Bogas(50units)-Work Expenditure		906977.00
	Expenses Payable		8275.00		TDS account		14213.00
	Beneficiary Carbon Emission Plant Contrib.		125421.00	537264	Advance to Staffs (CDM Staff)	XIII	110000.00
					CASH & BANK BALANCE:		
					Cash on Hand -As per Annexure	XIV	8485.42
					Cash at Bank -As per Annexure	XV	13763265.84
					HDFC Bank A/c		2125.52
33558304	TOTAL		49109510.41	33555004	TOTAL		49109510.41

*Tah-NL RuP: SHG Revolving Fund - Opening 14928274
ADD: SHG Loan-Advance Collection 1092147
15979621

Read with report of the even date


S. SACHIDANANDAN
Chartered Accountant

Date: 07.07.2016
Place: Erode



For Women's Organisation in Rural
Development,

 H. Suresh Kumar
Financial Trustee Managing Trustee

ANNEXURE TO RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31.03.2016

ANNEXURE I : DOMESTIC PROJECT / GRANT EXPENSES:

1) National Child Labour Programme (NCLP) : Children school

Rent		
K Olappalayam TEC Rent	12000.00	
Kandipudur- TEC	12000.00	
Amman Nagar - TEC	12000.00	
Salary		
Office Assistant - K Olappalayam	24000.00	
Office Assistant - Kandipudur	24000.00	
Office Assistant - Amman Nagar	24000.00	
Educational Instructor - K Olappalayam	95365	
Educational Instructor - Kandipudur	95395	
Educational Instructor - Amman Nagar	47449	346209.00

ANNEXURE II : FOREIGN PROJECT / GRANT EXPENSES

SAVE/ FIDH Programme

Administration Expenses		
Block Level Community workers (2nos)	180000.00	
Travel cost for Community worker	45046.00	
Bank commission charges	1140.00	
Programme Expenses		
Data Collection - Incentives	25000.00	
Community Awareness Meeting	34000.00	
Documenting Case studies	25367.00	
Monitoring of Trends - Sumangali system	21145.00	
Orientation to Members of PRI	29128.00	
Orientation to School Teachers & PRI	53155.00	
Peer Group Formation and Meeting	40860.00	
School Awareness Edn on Labour child Rights	61840.00	516681.00

SCINDeA Network / EED Programme

Recurring Expenses:		
Postage, Stationary & Xerox	8612.00	
Telephone & Internet charges	13344.00	
Office Rent & Maintenance	58813.00	
Honorarium for Project Director	181000.00	
Accountant Salary	104500.00	
Consulting fees	8000.00	
Social Security 10%	26881.00	
Driver Salary	92500.00	
Computer consumable & Tally ERP 9	4450.00	
Fuel to Director	36000.00	
Computer programmer salary	62500.00	
Office Assistant salary	37250.00	
Vehicle Maintenance & Insurance	31827.00	
Bank charges	268.00	



For Women's Organization in Rural
Development,

V. Chitra Financial Trustee
M. Renika Suresh Managing Trustee

Programme Cost:		
Adolescent LSE programme	23385.00	
Cadre Training	26033.00	
Documentation	1000.00	
Exposure visit to farmers	19821.00	
IGP's (Community)	340000.00	
Special Programme	25530.00	
Observation of special days	25875.00	
Exposure to Other Programme	16403.00	
Capacity Building Programme	13556.00	
Summer camp	25510.00	
Education Materials	9700.00	
Seminar/ Conference/Rally	28690.00	
Farmer Training	16647.00	
Exposure Programme to Cadres	28757.00	
Climate Change Programme	8000.00	
Salaries Exp :		
Programme Co-ordinators (Comm.Org)	208250.00	
Project Manager	122500.00	
Social Security@10%	24468.00	
Staff Travel & Fuel Exp:		
Project Manager & Prog Coordinators	48475.00	1658545.00

GENEVA GLOBAL : Adolescent Girl workers Reduce Risk

Administration:		
Electricity charges	5538.00	
Honorarium to Project Director	52500.00	
Salary to Accountant (Part time)	56000.00	
Mobile, E-Mail, Connectivity	11596.00	
Office Rent & Maintenance	16870.00	
Printing & Stationaries	12703.00	
Travel to Admin	15829.00	
Programme Cost:		
Awareness Generation in 50 Villages	97423.00	
Awareness Hoardings in 50 Villages	30200.00	
Career Guidance Programme	14834.00	
Creating Database for Adolescent-50 Villages	2255.00	
General Travel for External Trainings & Meetings	1667.00	
Life skill Education to Adolescent workers	43825.00	
Material for orientation to Adolescent on MHM	13359.00	
Observation of National/ International Days	39064.00	
Orientation to Adolescent Group Members	54579.00	
Orientation to Community Support Group Members	29428.00	
Staff Capacity Buildings	5116.00	
Salaries Exp :		
Field Co-ordinators	390000.00	
Project Manager	140000.00	
Staff Travel , Fuel & Insurance Exp:		
Project Manager & Prog Coordinators	52555.00	
Medical Insurance to Project Manager & Coordinators	11338.00	
Bank commission charges 2533 & 16766	2155.00	1098834.00



For Women's Organisation in Rural
Development,
✓ *C. K. Srinivas* Financial Trustee
H. Renuka Jambhale Managing Trustee

EWDE - Microscale CDM Biogas Programme

Construction Cost:		
Bricks	304000.00	
Sand	112200.00	
Hardware	263030.00	
Mason Wages	45000.00	
Construction Misc	112490.00	
Monitoring Cost:		
10% Handling charges to FCS	870200.00	
Office Running cost & Admin	8575.00	
Fuel & Maintenance of Motor cycles	50840.00	
Staff Cost & Staff Insurance		
Salary to Case workers	123500.00	
Salary to Coordinator	60000.00	
Salary to Desk worker	45000.00	
Staff Fund - Insurance	3285.00	
Bank commission charges 16859	590.00	1998710.00

1% Club Gravenhokje Programme

Support to Children	1544.00	
Bank commission charges 2533	37.00	1581.00



For Women's Organisation in Rural
Development,

V. Chitra *P. Ravindra Kumar*
Financial Trustee Managing Trustee

ANNEXURE :III - Student Short stay Home & RF Admin & Aid

Administration Expenses:

Consulting fees	41365.00
Bank commission charges	1837.00
Computer consumables & Maintenance	5150.00
Contingencies Expenses	31726.00
Vehicle Insurance Premium	8970.00
Internet & website charges	10671.00
Office, Rent & Maintenance	154901.00
Postage, Stationary & Xerox	12088.00
Reimbursed Travelling expenses	7485.00
Telephone & Internet charges	7783.00
Advertisement Expenses	15400.00
Supplies & Stationaries	1550.00
Subscription Fees	300.00
Machinery Expenses	8874.00

Running cost for Bridge course centre & VT centre

Electricity & water charges	91398.00
Food for Children Bridge course centre	191342.00
Maintenance cost of VT centre	6270.00
Salary to Program Manager	24000.00
Salary to Program staffs	24000.00
Salary to Residential Warden	93500.00
Salary to Bridge Course Teacher	71500.00
Salary to Computer Instructor	5000.00
Salary to Tailoring Instructor	7000.00
Salary to Watchman	55000.00
Salary to Cook	55000.00
Salary to Helpers	88000.00
Reimbursed Travelling expenses to staffs	30990.00

Salary & Honorarium:

Honorarium to Project Director	130000.00
Salary to Accountant	91000.00
Salary to Office Assistant	15000.00
Salary to Field workers	154000.00
Salary to Programme Coordinator	160000.00

Travelling expenses:

T.A to Field workers	41000.00
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1642100.00



For Women's Organisation in Rural
Development,

✓ *Chitra* Financial Trustee
S. Parvathi Devi Managing Trustee

ANNEXURE - IV - DEPRECIATION OF ASSETS:
[BLOCK: 10%]

FURNITURE ACCOUNT		
WDV as on 01.04.2015	26500.74	
ADD: Additons	34000.00	
LESS: Depreciation	6050.07	6050.07
WDV as on 31.03.2016	54450.67	
FURNITURE & EQUIPMENTS		
WDV as on 01.04.2015	30043.19	
LESS: Depreciation	3004.32	3004.32
WDV as on 31.03.2016	27038.87	
MUSICAL INSTRUMENTS		
WDV as on 01.04.2015	6658.91	
LESS: Depreciation	665.89	665.89
WDV as on 31.03.2016	5993.02	
ELECTRICAL & FITTINGS		
WDV as on 01.04.2015	5179.28	
LESS: Depreciation	517.93	517.93
WDV as on 31.03.2016	4661.35	

[BLOCK: 15%]

AIRCONDITIONERS		
WDV as on 01.04.2015	6253.68	
LESS: Depreciation	938.05	938.05
WDV as on 31.03.2016	5315.63	
TVS 50 VEHICILE : [1]		
WDV as on 01.04.2015	4075.08	
LESS: Depreciation	611.26	611.26
WDV as on 31.03.2016	3463.82	
TVS 50 VEHICILE : [2]		
WDV as on 01.04.2015	4896.79	
LESS: Depreciation	734.52	734.52
WDV as on 31.03.2016	4162.27	
AQUQ RO SYSTEM		
WDV as on 01.04.2015	3868.30	
LESS: Depreciation	580.25	580.25
WDV as on 31.03.2016	3288.06	
MOTOR (1/2HP) SUGUNA		
WDV as on 01.04.2015	2462.57	
LESS: Depreciation	369.39	369.39
WDV as on 31.03.2016	2093.18	

[BLOCK: 60%]

COMPUTER & ACCESSARIES		
WDV as on 01.04.2015	26857.19	
ADD: Additions	13000.00	
LESS: Depreciation	23914.31	23914.31
WDV as on 31.03.2016	15942.88	

Total Depreciation

37385.99



For Women's Organisation in Rural
Development,
V. Chitra *P. Renuka Prasad*
Financial Trustee Managing Trustee

ANNEXURE TO BALANCE SHEET AS ON 31.03.2016

Annexure - V:

ADVANCES(Unsecured)

Mercy, Kotagiri		
Karuppan, Namakkal	85,000.00	
Rama, T.Gode	14,000.00	
Renida sarala, CLSB 10006	14,500.00	
A.Ayyam Perumal, Edapadi	50,000.00	
Tamilvani, Pallipalayam	12,500.00	
Philomina, Bangalore	13,000.00	
	<u>67,300.00</u>	2,56,300.00

Annexure - VI:

PROJECT GRANT RECEIVED IN ADVANCE: (Cr)

SCINDeA Network-Yelagiri		
TTK Grants	21051.00	
TdH-Netherlands	3002.61	
TNHSP	110.00	
PWDS / ALLIANCE CHAHA	1380.00	
PWDS / ALLIANCE CARE & SUP	111.00	
TNVHA Grant	2,184.00	
EWDE Biogas Prog	19.00	
Geneva Global Prog	110,64,929.00	
	<u>23,10,309.00</u>	13403095.61

Annexure - VII

GENERAL ASSETS:

Air conditioner		
Aqua RO Care system	5315.63	
Computers & Printers	3288.05	
Electrical & Fittings	15942.88	
Furniture Account	4661.35	
Furniture & Equipments	54450.67	
Motor(1/2HP) Suguna	27038.87	
Musical Instruments	2093.18	
TVS 50 Vehicle -1 (TN 28 J 9011)	5993.02	
TVS XL Vehicle -1 (TN 28 M 4021)	3463.82	
	<u>4162.27</u>	126409.74

Annexure - VIII

SCINDeA NETWORK ASSETS:

LCD Monitor		
Camera	60000.00	
Four Wheeler TATA SAFARI (TN 34 V 7333)	7979.00	
Laptop	1098000.00	
	<u>34990.00</u>	1200969.00



For Women's Organisation in Rural
Development,

V. Chitra H. Renida Sarala
Financial Trustee Managing Trustee

Annexure - IX

Terre des Hommes (TdH-NL) ASSETS:

Computers & Accessories	400290.00	
Electrical & Fittings	210723.00	
Furniture & Fittings	239500.00	
Hostel Vessels	72600.00	
Printer & Scanner	32580.00	
RCC Building Phase I & II	13016194.00	
Training Instruments	91374.00	
Vehicle	358044.00	14421305.00

Annexure - X

EWDE - BIOGAS ASSETS:

Four Wheeler TATA ACE MEGA -1 (TN 34 X 6915)	456584.00	
Vehicle -Two Wheeler / 9nos (TN 34 X 2819, TN 34 X 2836, TN 34 X 2865, TN 34 X 2784, TN 34 X 2808, TN 34 X 2814, TN 34 X 2854, TN 34 X 2841, TN 34 X 2837)	494550.00	951134.00

Annexure - XI

GENEVA - GLOBAL ASSETS:

Camera	10000.00	
Laptop with Printer	45000.00	
LCD Projector	25000.00	
Vehicle - Two Wheeler (TN34 X 0758)	60000.00	140000.00

ANNEXURE TO BALANCE SHEET AS ON 31.03.2015

Annexure - XII

RECEIVABLE : PROJECT GRANT (Dr)

APAC-VHS/USAID	49080.89	
TNVHA -Chennai	500.00	
CHAI Prog Grant	1609.00	
TN Corporation for Women Dev.Ltd, Chennai	10185.00	
UNODC G-86 Grant	9000.00	
TANSACS Chennai	6358.00	76732.89

Annexure - XIII

Staff Advance (CDM BIOGAS Staffs)

J.Arun Prasadh Bhavani	10,000.00	
Balarama krishna G, Pallipalayam	20,000.00	
Gowtham Prasath, G Erode	10,000.00	
Humayun Batsha P Pappampalayam	10,000.00	
Jagadeesan Anthiyur	10,000.00	
Manikandan P Mettur	10,000.00	
Murugesan A, Namakkal	10,000.00	
Pandu Rangan , Bhavani	10,000.00	
Praveen Kumar, Sankagiri	10,000.00	
Sathish Kumar S, Bhavani	10,000.00	1,10,000.00



For Women's Organisation in Rural
Development,

✓ *Chitra* *S. Senthil Kumar*
Financial Trustee Managing Trustee

Annexure - XIV: Cash on Hand

General Cash Book		
Cash	868.32	
Domestic Cash Book		
Cash GoI-NCLP	39.00	
Cash Women Development	197.10	
Cash TNVHA	19.00	
Foreign Cash Book		
Cash PWDS (Care&Supp)	2184.00	
Cash GENEVA	4418.00	
Cash SCINDeA EED	100.00	
Cash TdH RF	272.00	
Cash PWDS WAD	111.00	
Cash (Biogas Book)	<u>277.00</u>	8485.42

Annexure - XV: Cash at Bank

Corporation Bank SB 5411	144774.24	
Domestic Grant: Bank account		
Corporation Bank SB 7815	10780.80	
Corporation Bank SB 2532	125433.16	
Bank of Baroda SB 4152100004677	18497.00	
Foreign Grant: Bank account		
Corporation Bank SB 2533	65426.00	
Corporation Bank Sub accountSB 13330	20951.00	
Corporation Bank Sub accountSB 14464	3583.64	
Corporation Bank Sub accountSB 16766	2305891.00	
Corporation Bank Sub accountSB 16859	<u>11064929.00</u>	13780265.84
HDFC Bank A/c	2125.52	



For Women's Organisation in Rural
Development,

V. Chitra Financial Trustee *M. Parvathi Prasad* Managing Trustee



S. Sachidanandam, B.Sc., F.C.A., (B.L.)
CHARTERED ACCOUNTANT
Prop: M/s. Sachidanandam & Co.,
Membership No. 20427

21, Nadu Street, ERODE - 638 001. 0424 - 2255831, (R) 2260085

Date: 07/07/2016

AUDITOR'S REPORTS

I have audited the attached Receipts and Payments of **WOMEN'S ORGANISATION IN RURAL DEVELOPMENT-[WORD]**, 7C, Andikadu, VEDIARASAMPALAYAM Road, Agraharam (Po), Pallipalayam- 638 008, Namakkal District for the period 1st April 2015 to 31st March 2016. These financial statements are the responsibility of the Institution Management. My responsibilities to express an opinion of these financial statements based on my audit.

I have conducted my audit in accordance with auditing standards generally accepted in India. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis of my opinion.

Further to my comments above, I report that:

- Separate and proper books of accounts as is considered necessary for the purpose of audit, have been maintained.
- The project funds have been exclusively used for the purposes of the project in accordance with the Agreement of Cooperation, the Letter of Approval and the schedule of Budgeted Expenses and Source of Income.
- I have obtained all the information and explanations which to the best of my knowledge and belief were necessary for the purpose of my audit.
- The Receipts and Payments Account referred to in this report are in the books of account.

Place: Erode

Date: 07/07/16




(S.SACHIDANANDAM)
Chartered Accountant



S. Sachidanandam, B.Sc., F.C.A., (B.L.)

CHARTERED ACCOUNTANT

Prop: M/s. Sachidanandam & Co.,

Membership No. 20427

21, Nadu Street, ERODE - 638 001. 0424 - 2255831, (R) 2260085

Date: 07/07/2016

To

WOMEN'S ORGANISATION IN RURAL DEVELOPMENT-[WORD],
7C, Andikadu, VEDIARASAMPALAYAM ROAD,
AGRAHARAM (Po), PALLIPALAYAM- 638 008, NAMAKKAL DISTRICT

Sub: Report to the Management for the period from 1st April 2015 to 31st March 2016.

Dear Sir/Madam,

As part of our audit of ' **WOMEN'S ORGANISATION IN RURAL DEVELOPMENT-[WORD], 7C, Andikadu, VEDIARASAMPALAYAM ROAD, AGRAHARAM (Po), PALLIPALAYAM- 638 008, NAMAKKAL DISTRICT** for the period 1st April 2015 to 31st March 2016, we have evaluated the Internal control system to the extent we considered necessary under generally accepted auditing standards. This is done to establish a basis for reliance on system and determining the nature, timing and extent of other auditing procedures necessary to express an opinion on the financial statements. This study was conducted to determine whether the internal control system is adequate and commensurate with the size of the organization and its activities.

We have identified the areas where financial management and internal control could be strengthened. Memorandum of observation and recommendation is enclosed for your information and consideration.

We would be pleased to discuss or to respond to any questions at your convenience.

Sincerely,



(S.SACHIDANANDAM)

Chartered Accountant



Place: Erode

Date: 07/07/2016

AUDIT OBSERVATIONS

We have audited the attached accounts of **WOMEN'S ORGANISATION IN RURAL DEVELOPMENT-[WORD]**, 7C, Andikadu, VEDIARASAMPALAYAM Road, Agraharam (Po), Pallipalayam- 638 008, Namakkal District for the period 1st April 2015 to 31st March 2016 and are pleased to give our observations.

❖ **Accounting Policy**

Accounting concept:

Accounts are prepared on cash basis.

❖ **Book keeping and Accounting**

Computerized books of accounts are being maintained using the accounting software Tally 9, balanced and tallied. Separate books (company) have been opened in Tally.

a) **Book Keeping:**

Books are properly maintained and tallied everyday using Tally 9. It is a good practice and should be continued.

b) **Narrations:**

We noticed that some narrations are not clearly mentioned in the books of accounts. We recommend to provide clear narrations for every transaction in the books of accounts.

c) **Vouchers:**

We observed that vouchers are properly filed and serially arranged. All vouchers along with the supporting documents have been checked by the authorized person and the same scrutinized by them payment approval.

d) **Fixed Assets Register:**

The Trust maintained a Fixed Asset Register and it is updated with following details, Name of the Asset, Date of Purchase, Value of Asset, Details of depreciation, W.D.V Value and details of disposal.

e) **Reconciliation of computerized Cash and Subsidiary books.**

We noticed that subsidiary books like cash book and Program advance register were tallied with computerized book. This is good practice and should be continued.



f) Cheque Register:

During the course of audit time we verified that cheque register is properly updated. This is good practice and should be continued.

❖ **Cash payments:**

At the time of audit we noticed that some of the payments were made by cash instead of cheques. We recommend that as far as possible payments should be made by cheques or bank transfers. Wherever possible online payment also be made for services like use of internet, payment of electricity and telephone bills.

❖ **Statutory Payments:**

During the course of Audit, details of TDS, IT and Insurance, Welfare scheme remittance as whole organization were verified.

❖ **Internal control:**

At the time of audit we noticed that all payments was authorized by the Director and such orders were placed after comparing quotations from different suppliers(minimum 3 quotations).

❖ **Bank Account:**

The Bank Balance confirmation letter was produced by the Organisation.

❖ **Documentation and Processing of Programme Expenses:**

We noticed that the Trust is regularly preparing the financial report and progress reports which covers activities, output & outcome of the project along with photographs from the beneficiaries.

